



## Freedom to Belong and Discover

**Please send application to recruit@hpl.ca by 11:59 PM on Friday, February 27, 2026. Please quote job title, department or location, and position number.**

<b>JOB TITLE:</b>	<b>Summer Literacy Worker</b>
<b>SALARY:</b>	\$20.72 Hourly
<b>POSITION STATUS:</b>	12 Weeks - Temporary, Full Time
<b>VACANCY STATUS:</b>	Vacancy
<b>POSITION #:</b>	9057
<b>LOCATION:</b>	Various Hamilton Public Library locations across the City, with occasional work out in the community and other HPL locations aside from the SLW's home location(s)
<b>PERIOD:</b>	June 1, 2026 to August 21, 2026
<b>SCHEDULE:</b>	35 hours per week, evenings and weekends may be required

### **JOB SUMMARY:**

Under the direction of the Manager, Youth Services, Manager, Digital Technology Services, Branch Managers, or designated Librarian, assists in planning the library's Summer Reading Club and Code Club programs; conducts children's programs; assists in promoting programs to the community; coordinates the activities of volunteers; provides outreach in the community, and keeps appropriate statistics.

### **JOB DUTIES:**

- Assist library staff in the planning and conducting of a wide variety of summer literacy, STEM (Science, Technology, Engineering, and Math), art and recreational programs, in support of the library's annual Summer Reading Club.
- Plan, deliver and evaluate the Code Club program.

- Ensure that books, stories and activities highlighted in Summer Reading Club and Code Club programming feature voices, experiences and work by Indigenous, Black, 2SLGBTQIA+ people, as well as other racialized and minority groups.
- Plan activities relating to Indigenous, community-building, and environmental themes for Code Club and for use during community outreach. Plan activities using direction provided by Indigenous library partners.
- Work with library staff to present children's programs, including literacy-based programs, STEAM programs, digital literacy programs and summer performers.
- Assist in promoting programs to the community, both in library and offsite.
- Work with the Volunteer Coordinator to coordinate the schedules, training and other activities of teen volunteers for Code Club.
- Serve as a mentor to teen volunteers and work with Library staff when needed to provide guidance to volunteers.
- Promote the love of reading and listen to children discuss books they have read during Summer Reading Club registration and check ins.
- Maintain program statistics and assist with preparing related reports for submission to funders and HPL librarian and management teams.
- Participate in community outreach, such as visiting summer camps, parks, schools, recreation and EarlyON centres, alongside library staff.
- Library Page duties as required (i.e., shelving, assisting with program setup/ takedown, etc).

### **MINIMUM QUALIFICATIONS:**

**Education:** Current students in Senior high school (completion of grade 11 or 12), college and university students will be considered.

**Age and Status:** Must be between the ages of fifteen to thirty (15 to 30) and returning to school full-time in the Fall of 2026.

**Mobility:** Ability to travel within the city to various branches and access to reliable transportation is required. If the candidate is using a personal vehicle, a valid driver's license and proof of insurance is required.

**Field of Study:** Interest in or working towards a career in:

- Library and Information
- Education (Teaching, Early childhood education, Literacy, or Environmental)
- Indigenous studies
- Environmental education or literacy.
- Computer Science or Computer Engineering may also be considered.

**Experience:**

Experience in planning, delivering and evaluating children's programs.

Familiarity with public library collections, services and programs, as well as knowledge of books, authors and resources that are diverse, accessible, engaging and of interest to children.

**COMPETENCIES/KNOWLEDGE/SKILLS:**

- Excellent interpersonal and problem-solving skills.
- Knowledge of early years, middle childhood and teen development.
- Knowledge of coding basics and a passion for teaching technology skills to others.
- Strong written, verbal and oral communication skills, organizational skills, and attention to detail.
- High level of comfort and experience with computer applications, including working knowledge of word processing, spreadsheet and presentation software, online databases, Internet browsers, information sharing and communication technology.
- Demonstrates skill in communicating, presenting information, writing (i.e., Reports, statistics), and active listening.
- Displays a strong commitment to service excellence, understand service objectives, recognizes diverse customer and work group needs and provides excellent customer service.
- Recognizes and manages own emotions and those of others; demonstrates empathy and self awareness.
- Displays a strong commitment to service excellence, understand service objectives, recognizes diverse customer and work group needs and provides excellent customer service.

**LEGISLATIVE REQUIREMENTS:**

Works in accordance with all applicable Ontario Public Library, Privacy, Occupational Health and Safety, Employment Standards, Human Rights, AODA, Labour Relations and Pay Equity legislation and all other relevant legislation

## ORGANIZATIONAL REQUIREMENTS:

A Criminal Record and Judicial Matters Check is required

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.

Applicants who are successful for a position will have a maximum of 72 hours to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

## HOW TO APPLY:

- Please submit your application to [recruit@hpl.ca](mailto:recruit@hpl.ca) or drop off your resume at the location
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment.  
We respect the confidentiality of applicants and check references near the final stages of the selection process.
- It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal.
- We thank all applicants who apply, however only applicants considered for interviews will be contacted.

**The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require accommodation.**